Sungkyunkwan School of Business
Global Business Communication EMBA - Saturday
Course Syllabus

**Instructor:** Joseph Kim, Ph.D.
**Contact:** josephskim@skku.edu
**Office hours:** via appointment, room 33208

**Class meeting times:** 14:00 – 18:00

**Topics will include:**

- Non-verbal communication
- Business introductions and small talk
- Power posing
- Elevator Pitches
- Public Speaking
- Using media, including powerpoint, for presentations

**Course Description:** The goal of this class is to improve your ability to communicate clearly and effectively in English in a variety of authentic business situations including but not limited to presentations, pitches, discussions, and public speaking. There will be an emphasis on oral communication.

**Course books:**
- ESL Business English (Kindle) by Lucas Burns
- *Optional:* http://elevatorpitchessentials.com/

**Tentative Grading Breakdown:**
Participation  30%
Quizzes/Homework 10%
In-class Presentations 20%
Midterm Presentation 15%
Final Presentation  25%

*SKK’s grading policy dictates that the maximum percentage of A or A+ grades allowed in a class is 50%.*